

# E-mail management

Once you are registered for ECF, the Notice of Electronic Filing (NEF) e-mail messages will begin to come into your e-mail inbox. The e-mail messages provide:

1. Notification as to activity in the case.
2. Is considered “service” from the Court for items such as orders, etc.
3. Provide the opportunity for your *free look* at the electronic document.

Since you will start receiving a **greater volume** of e-mail, you should consider how you will manage the volume of e-mail.

You should consider how you will manage the receipt and flow of e-mail through your office. You will have the ability to use multiple e-mail addresses, if you wish. Many email software packages have “filters” or “rules” that you set up to assist in managing email coming to you. You might consider setting up “rule(s)” or “filter(s).”

Have you reviewed the following:

- Who should be receiving the NEF e-mail messages?
- Where are you going to store the NEF e-mail messages? Do you need to keep the NEF e-mail messages?
- Is there someone in the office that can set up “rules”/“filters” for your e-mail software?
- How many e-mail addresses should be set up to receive the NEF?
- Do you have spam software installed that might prevent you from receiving the NEF?
- Will you need to print each document?, If so, where will you file the hard copies?
- Will you need to save each electronic document? If so, where will you save the electronic document?
- Do you need to add **ecf.notification@utd.uscourts.gov** in your address book so ECF related e-mails won’t be blocked. AOL is a prime example where you might need to do this. There may be others that will require this addition to the user’s address book.